UNIVERSITY OF SOUTHERN CALIFORNIA
Translator/Interpreter
Job Code: 129407

Grade: I
OT Eligible: Yes
Comp Approval: 8/15/2003

JOB SUMMARY:
Serves as a translator or interpreter engaged in providing specialized professional services such as written translation and verbal interpretation in a foreign language for a school or department.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Provides written translation or verbal interpretation services for a school or department.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Provides an accurate typed translation of English documents and other materials in the language requiring interpretation.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Provides an accurate verbal interpretation from English to the language requiring interpretation for a variety of circumstances. Expresses either approximate or exact translation, depending on nature of occasion. May specialize in specific subject matter.</td>
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<td>______</td>
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<td>Reviews reports, correspondence, advertisements, flyers, informed consents, documents or other materials translated by others for translation accuracy. Provides documentation that the translation is appropriate. Provides a summary of required corrections and/or suggestions to improve the readability of the document as applicable to the population.</td>
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<td>______</td>
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<td>Reads materials and rewrites or makes corrections or suggestions in specified language or languages following established rules pertaining to factors, such as word meaning, sentence structure, grammar, punctuation and mechanics. Provides appropriate faculty and/or staff with corrections or suggestions to the document(s) for changes. Types any changes or suggestions and sends communication to appropriate faculty and/or staff.</td>
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<td>______</td>
<td>Assists with phone calls or written documentation or materials for the school or department when the language requires interpretation.</td>
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<td>______</td>
<td>Interfaces with faculty, staff, and/or students regarding the program services.</td>
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<td>Participates in the development and implementation of the program policies and procedures.</td>
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<td>Stays updated on applicable terminology and terms and their translation/interpretation into the language requiring interpretation. Reads pertinent literature in the field. Participates in professional associations as appropriate.</td>
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<td>______</td>
<td>Coordinates program services with other departments. Serves as a resource for program information.</td>
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</table>
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**  
Specialized/Technical Training

**Minimum Experience:**  
3 Years

**Minimum Field of Expertise:**

Direct experience with translation/interpretation in relevant subject matter. College certification in a translation/interpretation program. Demonstrated bilingual ability with a high degree of fluency. Clear pronunciation of pertinent terminology, terms and relevant procedures. Ability to translate to and from English to the language requiring translation. Thorough knowledge of the culture and ways of life and an understanding of the subject matter being translated.

**Preferred Education:**  
Bachelor’s Degree

**Preferred Experience:**  
5 Years

**Preferred Field of Expertise:**

Direct experience with written translation and verbal interpretation in relevant subject matter

**Skills: Administrative:**

- Communicate with others to gather information
- Edit routine documents
- Edit technical or scientific text
- Prioritize different projects
- Translate from one language to another
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Machine:**

- Computer Network (Department or School)
- Personal Computer

**Supervises: Level:**

May oversee student, temporary and/or casual workers.
SIGNATURES:

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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